

EMPLOYMENT OPPORTUNITY

CITY OF LONG BEACH



Manager of Government Affairs CITY MANAGER'S OFFICE

The City of Long Beach is seeking an experienced professional, seasoned administrator and strategic manager to serve as the Manager of Government Affairs.



THE COMMUNITY

Ideally located on the Pacific Ocean, the City of Long Beach, California (population 462,257) is frequently described as a series of strong, diverse interwoven small communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 6.5 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and has consistently ranked among the top best value of public colleges in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its size. Long Beach is the seventh largest city in California, and celebrates its vibrant diversity. A superb climate, quality schools, a vibrant downtown, and a variety of neighborhoods help make Long Beach one of the most livable communities in the country.

CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district and a Mayor that is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. The Council Members and the Mayor are subject to a three-term limit. The City Council appoints a City Manager and a City Clerk. The City Manager is responsible for the administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. Long Beach is a full-service City providing all traditional public services. Long Beach also maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport, a gas & oil (Energy Resources) Department, Water Department, and is one of only three cities in California with its own Health Department. Long Beach is supported by a total FY 2020 budget of approximately \$2.8 billion, with the General Fund budget totaling \$554 million. Nearly 6,000 full and part-time employees support municipal operations with the majority being represented by nine employee associations.



CITY MANAGER DEPARTMENT

The City Manager's Office has 51 full-time and part-time employees focusing on City Council support, executive management, intergovernmental relations, public affairs, special events and filming, Citizen Police Complaint Commission objectives, Sustainability, and

the Office of Innovation. The mission is to implement programs in accordance with City Council policies, the City Charter and Municipal Code, while providing organizational leadership for effective delivery of services to the community.

THE POSITION

The Government Affairs Manager reports to the Deputy City Manager, and is responsible for producing and delivering legislative relations for the City of Long Beach. The Government Affairs Manager is responsible for a small Government Affairs team, which includes a Government Affairs Analyst and part-time Program Specialist, and manages contracts with state and federal lobbyist firms. The Government Affairs Manager is instrumental in compiling current information on state and federal legislative matters, and disseminating pertinent legislative information to City departments in a concise and succinct manner. This position also provides elected officials and management staff with timely information, analyses, technical assistance, and recommendations regarding various legislative issues, and related intergovernmental activities. The Government Affairs Manager represents the City at regional boards, guides legislative priorities, and ensures that the City's legislative strategies are carried out by contracted legislative advocates. This position Operates in a highly sensitive and political environment, dealing directly with the Mayor and City Council, City Management, federal and state elected officials and appointees, and the media.

THE IDEAL CANDIDATE

Education, Training and Experience:

Minimum Qualifications: Graduation from an accredited college or university with a Bachelor's degree in Political Science, Public Administration or closely related field; and have a minimum of five years of recent, progressively responsible experience of intergovernmental relations and/or legislative experience, including experience in State, Federal and regulatory issues.

Desirable Qualifications: Candidates should have a resume that demonstrates extensive experience in writing and public speaking. Knowledge of a complex full-service municipal organization is preferred. Candidates should also have knowledge of the City's relationship with regional organizations such as the Gateway Cities Council of Governments, Southern California Association of Governments, the League of California Cities, and the Southern California Air Quality Management District.

The ideal candidate will be a detail-oriented, hands-on manager, capable of handling multiple deadlines in a fast-paced environment, able to quickly prioritize and shift priorities as needed, while maintaining effective working relationships at all levels of the organization.

Professional Attributes: The attributes that best describe the Manager of Government Affairs:

- Highly organized, multi-tasker
- Strong project management / technical skills
- Self-motivated
- Results oriented
- Committed to transparency and information sharing
- Embraces ideas and contributions from others
- Dedicated to quality service
- Creative, strategic thinker
- Direct communicator with superior interpersonal skills
- Participative and inclusive management style
- Exercises good judgment
- Adaptable and Flexible

SALARY + BENEFITS

The salary range for this position is \$110,000 to \$130,000. Placement in this range will depend on qualifications and experience. The City's compensation package also encompasses an attractive benefits package that includes:

- **Retirement** – City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPPRA, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.
- **Vacation** – Twelve (12) days after one year of service; 15 days after four years, six months of service; 20 days after 19.5 years of service.
- **Executive Leave** – Forty (40) hours per year.
- **Sick Leave** – One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- **Holidays** – Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.
- **Monthly Auto Allowance**
- **Health Insurance** – Two plans are available: one HMO, and one PPO plan. The City pays major portion of the premium for employee and dependents, depending on the health/dental plan selected.
- **Dental Insurance** – Two dental plans are available for employees and dependents.
- **Life Insurance** – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.
- **Disability** – City-paid short-term and long-term disability insurance.
- **Management Physical** – Annual City-paid physical examination.
- **Deferred Compensation** – Available through ICMA Retirement Corporation.

APPLICATION PROCESS

This recruitment will close at 11:59 p.m. on Monday, October 21, 2019. To be considered for this opportunity, applicants must submit an online application, including resume and cover letter that reflect the scope and level of their current/most recent positions and responsibilities. Online applications can be filed at www.longbeach.gov/jobs Candidates must also complete the online supplemental questionnaire.

Following the final filing deadline, all applications and supplemental questionnaires will be evaluated to determine the most qualified applicants. Incomplete application packets or application packets that clearly do not meet the minimum requirements will not be considered.

The most qualified applicants may be preliminarily interviewed. Those individuals determined to be best suited for the position will be interviewed by a selection panel. The final applicant will be subject to a thorough reference and background check.

This information is available in an alternative format by request to City Manager Department at (562) 570-6711. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your resume or call (562) 570-6711.

EQUAL OPPORTUNITY

The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce. The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.